

Security Quickie 8-13-02: Access Doors



How many of us close and lock the doors to our house at night? Most, if not all of us, I think. Why do we do this? Do strange people come into your neighborhood every night, trying to find unlocked doors? Hopefully not, but we lock our doors just to be cautious. We close and lock our doors to protect the people and property inside.

Our department's access doors serve the same function – they protect the people and property inside. As state employees, contractors, and interns we need to keep these doors closed and locked. Sometimes it's easy to forget this in the rush of a busy day: doors can stick open, unknown people can be let in, or doors can be left propped open after the need for it passes.

Please remember to keep access doors closed and locked, and if a door needs to be temporarily propped open keep the entry monitored.

For those who would like a quick review of the specific policy, the Physical Security section (2) from the ITD Operating Security Policy follows:

Physical Security

- a. All doors to ITD shall be locked at all times.
- b. Each employee and long-term contractor shall be issued a key card allowing access to ITD facilities. Access requirements shall be determined by the supervisor and key card monitors.
- c. Employees and contractors shall not admit other people to ITD facilities unless they display a valid ITD picture or temporary badge.
- d. Non-ITD State personnel displaying State issued ID badges shall be considered visitors.
- e. Doors shall not be propped open unless the entryway remains controlled.
- f. The door to the vault containing warrants shall be locked at all times. When entrance is necessary, the operator shall be accompanied by the manager, supervisor, or senior operator in charge.
- g. The daily security checklist shall be completed nightly on the south side of ITD Hoover facilities.
- h. Personnel working after business hours shall not enter offices or areas where access is not essential to complete their duties.
- i. Employees and contractors are responsible for safeguarding State computer resources, sensitive or confidential information, and Government buildings and property.